



Election Coordinator Recruitment #19-485030-01

Table with recruitment details: Approximate Salary (\$33.41 - \$40.61/hour), Opening Date (4/30/2019 08:30:00 AM), Final Filing Date (5/21/2019 5:00:00 PM), Contact Information (Melaniece Lovejoy (707) 784-7830), Type of Recruitment (Open Competitive)

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Introduction

WHY JOIN US AT SOLANO COUNTY?

COMMITMENT TO SERVICE: Our mission is to serve the people and to provide a safe and healthy place to live, learn, work and play.

- We serve the public in many different ways, including:
- Providing primary medical, dental, alcohol, drug and mental health services to residents, including the uninsured, low-income, and medically underserved
- Providing law enforcement services in the unincorporated area of the county
- Protecting the community from public health threats such as communicable diseases
- Coordinating countywide responses to domestic violence and terrorism or other emergencies
- Managing the criminal justice process after arrest (jail, prosecution, probation)
- Supporting other local governments through efficient property tax collection as mandated by the State, County and local jurisdictions; and,
- Administration and enforcement of Federal, State, and Local laws and policies pertaining to environmental health, building construction, and land use planning

OUR EMPLOYEES: Our diverse workforce is committed to fulfilling this mission and does so by exemplifying our IDEAL Core Values, engaging in our day to day work of serving the public with Integrity, Dignity, Excellence, Accountability, and Leadership.

To learn more about Solano County, please visit: www.solanocounty.com

WHY WE EXIST

Ensuring confidence in the electoral process.

Housed within the Department of Information Technology, the Registrar of Voters conducts federal, state and local elections for the County. Additionally, the Registrar of Voters is also responsible for:

- Register voters and maintain voter registration records
- Develop instructional materials and administer candidate nominations
- Ensure the timely filing of campaign disclosure statements
- Act as Filing Officer for statements of economic interests
- Procure polling places
- Develop curriculum and train hundreds of poll workers
- Provide outreach services for voter registration
- File and verify state and local initiative, referendum and recall petitions
- Provide voter registration and election information to candidates and campaigns
- Maintain precinct and district maps
- Canvass and certify the results of all elections

To learn more about the Registrar of Voters please visit:

http://www.solanocounty.com/depts/rov/default.asp

THE POSITION

The Election Coordinator performs a variety of complex and difficult technical elections related work in assigned programs while supervising other employees engaged in similar activities.

The eligible list created as a result of this recruitment will be used to fill full-time and part-time regular, limited-term or extra-help positions as vacancies occur throughout the County.

POSITION REQUIREMENTS

Either: Two (2) years of lead experience over employees preparing, processing, tracking and evaluating the activities related to the conduct of federal, state, local and special elections; AND completion of 60 semester units or 90 quarter units of coursework from accredited college or university with coursework in Business Administration, Government, History, Public Administration, Political Science or closely related field (official or unofficial transcript(s) demonstrating the above must be submitted by the final filing date).

Or: Four (4) years of lead experience over employees preparing, processing, tracking and evaluating the activities related to the conduct of federal, state, local and special elections.

Note: Completion of the California Association of Clerks and Election Officials' California Professional Election Administration Course or The Election Center's Certified Elections/Registration Administrator (CERA) program, may be substituted for one year of the required experience in either of the above two patterns.

SPECIAL REQUIREMENTS

Possession of, or the ability to obtain, a valid California Class C driver's license is required.

To view the job description for this position, please visit:

http://www.solanocounty.com/civica/filebank/blobload.aspx?BlobID=16068

BENEFITS/ WHAT'S IN IT FOR YOU?



Solano County offers a cafeteria-style medical package with health benefits, offered through CalPERS. The County contribution for family coverage for the 2019 calendar year is \$1,498.09 per month. The County offers a cash back provision for those who choose employee-only or who waive medical insurance coverage. The County may offer a supplemental contribution for employees enrolled in Employee plus Two or More coverage.

Dental and vision insurances for the employee and eligible dependents are paid 100% by the County.

Solano County participates in CalPERS retirement and contributes to Social Security.

The County observes 12 fixed, paid holidays per year.

Vacation is accrued at approximately 10 days per year for the first 3 years.

Sick leave accrues at approximately 12 days per year.

Employees are eligible to receive an additional 2.5% longevity pay, per level, after the completion of continuous service at 10, 20, 25, 30 and 35 years.

To view the benefits for a regular position, please visit:

http://www.solanocounty.com/civica/filebank/blobload.aspx?blobid=16515

Extra-help employees who work less than 29 hours per week do not typically receive or accrue benefits of regular employees during their period of employment. All extra-help employees accrue .034 hours of Sick Leave for every full hour worked.

To view the benefits for an extra-help position, please visit:

http://www.solanocounty.com/civica/filebank/blobload.aspx?blobid=21216

CULTURE OF LEARNING AND DEVELOPMENT

Solano County is committed to "Invest In and For the Future" by providing training resources to encourage employee professional development and growth within our organization. While employed with Solano County, employees have the opportunity to pursue their career goals, interests, and develop the competencies on the Solano County Leadership Development Model by participating in the following programs:

- Tuition Reimbursement Program
- Annual Education Fair
- County Mentoring Program
- Leadership Academy
- Supervisory Trainings
- Skill Development Trainings
- Self-paced learning opportunities

SELECTION PROCESS

5/21/19 – Deadline to submit application and required documents.

6/10/19 – Tentative week for oral board exam for most qualified applicants.

Based on the information provided in the application documents, the qualified applicants may be invited for further examination and will either be pre-scheduled by the Department of Human Resources or be invited to self-schedule. All applicants meeting the minimum qualifications are not guaranteed advancement through any subsequent phase of the examination. Depending upon the number of applications received, the selection process may consist of an initial application screening, a mandatory information meeting, a supplemental questionnaire assessment, a written and/or practical exam, an oral board exam, or any combination listed. Responses to supplemental questions may be used as screening and testing mechanisms and will be used to assess an applicant's ability to advance in the process; as such, responses to supplemental questions should be treated as test examination responses. Information contained herein does not constitute either an expressed or implied contract.

A minimum score of 70% is required to continue in the selection process, unless otherwise announced.

All potential new hires and employees considered for promotion to management, confidential positions or unrepresented positions will be subject to a background and reference check after contingent job offer is accepted. These provisions are subject to change.

RETIRES - Solano County invites all qualified candidates to apply for positions; however pursuant to Government Code Section 21221(h) and 21224, hiring restrictions may apply to California Public Sector Pension Plan Retirees.

HOW TO APPLY

Please visit the County of Solano website, www.jobssolanocounty.com, to apply. Applications must be submitted through the JobAps system. Paper copies of applications are not accepted. All additional application materials as requested in the job announcement (degree/transcripts, certificates, DD-214 if applicable, ADA Accommodation Request) must be submitted with the Document Cover Sheet, available on the employment website: https://jobapscloud.com/Solano/sup/doccover.pdf or at the Department of Human Resources' office, and are due by the final filing date.

Previously submitted application materials (i.e. copies of diploma and/or transcripts, etc.) for prior recruitments will not be applied for this recruitment but must be re-submitted for this recruitment

Any further questions can be directed to the Department of Human Resources at (707) 784-6170 or at 675 Texas Street, Suite 1800 Fairfield 94533. The office is open Monday-Friday, 8:00 a.m.-5:00 p.m. EOE/AA.

DOCUMENT SUBMITTAL REQUIREMENTS

Candidates meeting experience requirement under criteria one must submit a copy of their official/unofficial transcripts demonstrating 60 semester units or 90 quarter units of coursework from accredited college or university with coursework in Business Administration, Government, History, Public Administration, Political Science or closely related field by the final filing deadline. Candidates who fail to submit their diploma or transcripts by the final filing date will be disqualified from the recruitment.

If you are substituting the completion of the California Association of Clerks and Election Officials' California Professional Election Administration Course or The Election Center's Certified Elections/Registration Administrator (CERA) program for experience you must submit proof of completion by the final filing deadline. Candidates who fail to submit their diploma or transcripts by the final filing date will be disqualified from the recruitment.

PLEASE NOTE THE FOLLOWING: Candidates who attended a college or university that is accredited by a foreign or non-U.S. accrediting agency must have their educational units evaluated by an educational evaluation service. The result must be submitted to the Human Resources Department no later than the close of the recruitment. Please contact the local college or university to learn where this service can be obtained.

How to Submit Your Documents

In addition to uploading attachments when applying online, candidates may submit documents in-person or by mail at Solano County Department of Human Resources 675 Texas Street, Suite 1800, Fairfield CA 94533, by fax to (707) 784-3424, or by email to recruitment@solanocounty.com. When submitting documents in-person, by mail or by fax, include the recruitment title (Election Coordinator) and the recruitment number (19-485030-01). If submitting documents by email include the recruitment title and recruitment number in the subject field.

SUPPLEMENTAL QUESTIONNAIRE

This Supplemental Questionnaire will be used to determine applicants' qualifications for this position and assess an applicant's ability to advance in the recruitment process; therefore, applicants are encouraged to answer all questions thoroughly and completely. Omitted information will not be considered or assumed. Applicants who have no experience in a specific area are recommended to state "no experience in this area" instead of leaving the space blank. Please note that the experience in your answers must be reflected in your employment history.

- 1\* I have experience researching and applying State and Federal laws relating to elections, including specific State Elections Code, State Election Regulations, or other specific government election Code.
Yes No
2\* I have experience with verifying the completeness and accuracy of candidates' nomination, filing documents, and any other candidate/campaign financial disclosure forms.
Yes No
3\* I have experience creating, editing and reporting on Election definition parameters in a county level election management system.
Yes No

VETERANS PREFERENCE POINTS

To be eligible, applicant must have served at least 181 consecutive days of active duty in the Armed Forces of the United States and have received either an honorable discharge or a general discharge under honorable conditions. A COPY OF THE DD 214, SHOWING DISCHARGE TYPE (GENERALLY COPY 4), MUST BE RECEIVED IN THE HUMAN RESOURCES DEPARTMENT BY THE FINAL FILING DATE. Applicants who have a service connected disability must also submit a recent award letter from the VA stating they are receiving disability benefits for service connected reasons. Veteran applicants for initial County employment with an honorable or general under conditions discharge shall receive five (5) points added to their combined score. Disabled veterans rated at not less than 30% disability shall have ten (10) points added to their combined score. Veteran's preference points will only be added to passing scores in competitive open examinations.

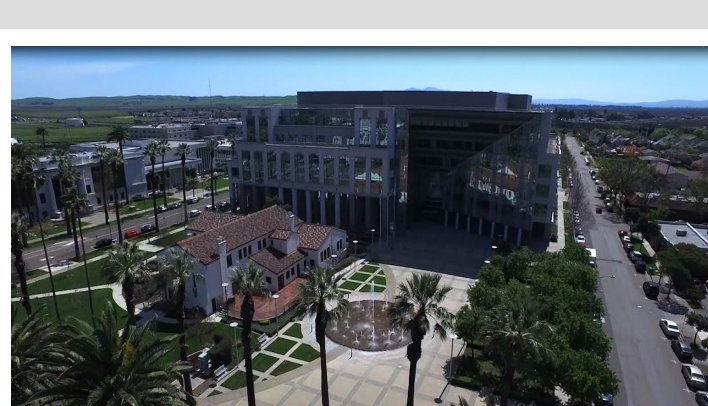
AMERICANS WITH DISABILITIES ACT

It is the policy of Solano County that all employment decisions and personnel policies will be applied equally to all County employees and applicants and be based upon the needs of County service, job related merit, and ability to perform the job.

APPLICANTS WITH DISABILITIES: Qualified individuals with a disability, who are able to perform the essential functions of the job, with or without reasonable accommodation, and need an accommodation during any phase of the recruitment/testing/examination process (as detailed in the "Selection Process"), must complete the following Request for Testing Accommodation by Applicants with Disabilities Form: http://www.solanocounty.com/civica/filebank/blobload.aspx?BlobID=23215.

This form must be received in the Human Resources Department by the final filing date of the recruitment. Applicants will be contacted to discuss the specifics of the request.

SOLANO COUNTY



Click here to take a video tour of Solano County.

OUR COMMUNITY

Solano County is the ideal place to live, learn, work and play... The America's Promise Alliance has named Solano County as one of the 100 Best Communities for Young People for six straight years—the only California community with that distinction.

- Live – Solano County as well as cities within the County have ranked in the top 15 hottest markets across the country and within the Bay Area due to prime location and affordability.
- Learn – Higher education abounds! Within the County, education choices include: Solano Community College, CSU Maritime Academy, Brandman University, and Touro University. Bordering our County is the renowned University of California Davis.
- Work – The blend of agriculture, corporate business and pleasant lifestyle enhance the attraction of Solano County. Blessed with a thriving agricultural economy, the county is also home to biotechnology and other growth industries.
- Play – Situated midway between San Francisco and Sacramento—the State capital, Solano County is home to rolling hillsides, waterfronts and fertile farmland. County residents can enjoy day trips to the San Francisco Bay area, Lake Tahoe region and the Napa and Sonoma Valleys.

County Population (2018): 439,793

The provisions of this bulletin do not constitute an expressed or implied contract. Any provision contained in this bulletin may be modified or revoked without notice.

SOLANO COUNTY IS AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER

Click on a link below to apply for this position:

Table with 2 columns: Action (Fill out the Supplemental Questionnaire and Application NOW using the Internet, View and print the Supplemental Questionnaire) and Description (This recruitment requires completion of a supplemental questionnaire. You may view and print the supplemental questionnaire.)